



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
Close to Bus Routes, Light Rail, & Parking Garages*

Staff Services Analyst

Monthly Salary: Rg A \$2,817-\$3,426; Rg B \$3,050-\$3,708; Rg C \$3,658-\$4,446

One Permanent/Full-Time Position

Location: Downtown Sacramento

Position Number: 443-300-5157-704

Refer to Job ID# J09-012

Final Filing Date: October 27, 2009

The Managed Risk Medical Insurance Board (MRMIB) is impacted by the Governor's imposed three days a month mandatory furlough. Each employee shall be required to take the first, second and third Friday off each month without pay. This furlough is currently imposed through the completion of the June, 2010 pay period. The amount of the three furlough days will be about a 15% salary reduction from the base salary rates stated on the Job Opportunity bulletin.

General Statement of Duties:

Under the general supervision of the Staff Services Manager I, the Staff Services Analyst (SSA) is a subject matter generalist performing work of average difficulty. The SSA may be assigned to review analytical studies and surveys; review and make recommendations on program policies, procedures; utilize a variety of analytical techniques to review and make recommendations on a broad spectrum of administrative and program related problems; and review and analyze proposed legislation and advise management on impact of the legislation.

Assists in the review of Evidence of Coverage (EOC) booklets submitted by health, dental and vision plans to ensure compliance with statutory and regulatory requirements and make recommendations for change as necessary. Assists the lead EOC review analyst in the development of policies, procedures and program alternatives as needed.

Assists in the preparation of open enrollment call letters requesting submission of revised EOC booklets, and Open Enrollment (OE) materials and Plan fact sheets for the Healthy Families Program, the AIM Program and the MRMIP Program. Assists in the review of all materials for accuracy.

Assists in the research and preparation of benefits-related amendments to the HFP, MRMIP and AIM Program regulations to conform the regulations to changes in internal policy and procedures, recent legislative mandates, changes to the Health and Safety Code Sections, Department of Managed Health Care directives, etc. Assists in the preparation of language for the Statement of Reasons when updating program regulations. Assists in the review of public comments on benefits-related regulations and in the drafting of responses to the comments.

Assures that health, dental and vision plans are providing services to subscribers consistent with the statutory and regulatory requirements.

Assists in the monitoring of changes in federal and state legislation and in the preparation of summary reports on the impact of these changes.

Assists in the review and amendment of AIM, HFP, and MRMIP Program handbooks to assure consistency with program regulations, changes in internal policies, changes in data provided by the participating plans.

Assists in the preparation of ad-hoc reports and prepares correspondence.

Assists in the review of transfer requests and resolves benefits complaints and appeals.
Communicates with subscribers and with health, dental and vision plans both orally and in writing regarding case resolution matters.

Attends Board meetings.

Assists in the preparation of state plans and amendments as required by the federal government.

Other Expectations

- Demonstrates commitment to performing duties in a service-oriented manner.
- Demonstrates commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.
- Commitment to full participation as a Division/Unit team member.
- Commitment to ensure that all Division/Unit responsibilities and expectations are met.

Who May Apply:

Individuals at the Staff Services Analyst (G) level or who have list or reinstatement eligibility to the classification may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.spb.ca.gov). In Section 12 of the application enter **Job ID# J09-012 and Position # 443-300-5157-704 and the basis for appointment eligibility. Send to:**

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover – Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: October 27, 2009.

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.